

Please note: You must check back on this web site for any addenda to this RFP or answers to questions from respondents prior to submitting your proposal. We are not tracking individual users of this web site and take no responsibility for notifying you of any changes or addenda. Thank you.



## **Town of Enfield**

### **OFFICE OF THE TOWN MANAGER**

#### **REQUEST FOR PROPOSAL:**

#### **Consultant Services for Town/School Information Technology Merger Plan**

**RETURN BID TO:** Director of Finance  
Town of Enfield  
820 Enfield Street  
Enfield, CT 06082

The enclosed **REQUEST FOR PROPOSAL (RFP)** and accompanying **SPECIFICATIONS** and **BID SHEETS (S)** are for your convenience in bidding the enclosed referenced Town/School Information Technology Merger Plan for the Town of Enfield

**Six (6) sets of the sealed bid shall be received no later than:**

**11:00 A.M., Wednesday, January 24, 2007**

**MARK ENVELOPE: "Consultant Services for Town/School Information Technology Merger Plan"**

**Bidder shall sign and date the bid. Bids that are not signed and dated will be rejected.**

The Town of Enfield appreciates your time and effort in preparing a bid. Please note that all the bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. The Opening is scheduled for Wednesday, January 24, 2007 at 11:00 A.M. at which time the sealed bids will be publicly opened and read. You are invited to attend.

The Town of Enfield is aware of the time and effort you expend in preparing and submitting bids to the Town. Any questions regarding the bid requirements and/or specifications must be submitted electronically to the Town Manager prior to January 17, 2007 as provided for in Section VIII of the Specifications herein. We want to make the process as easy as possible so that all responsible vendors can compete for the Town's and Board's business. The terms bid(s) and proposal(s) are used interchangeably throughout this Request for Proposal.

**REQUEST FOR PROPOSAL  
INSTRUCTIONS AND TERMS OF CONTRACT**

The Town of Enfield will receive sealed bids for:

**CONSULTANT SERVICES FOR TOWN/SCHOOL INFORMATION TECHNOLOGY  
MERGER PLAN**

IT IS UNDERSTOOD that the Town of Enfield reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities of defects in such bids.

BIDS must be submitted on the forms included for that purpose in this packet. Each bid shall be placed in a separate sealed envelope, manually signed by a person having the authority to bind the firm to a contract, and marked clearly on the outside as shown below. Facsimile transmittals shall not be accepted.

SUBMISSION OF BIDS: Six (6) sets of the sealed bid shall be submitted to:

Director of Finance  
Town of Enfield  
820 Enfield Street  
Enfield, CT 06082

Not later than 11:00 A.M., Wednesday, January 24, 2007.

**MARK ENVELOPE: "Town/School Information Technology Merger Plan".**

**ALL BIDS MUST BE RECEIVED IN THE DIRECTOR OF FINANCE'S OFFICE BEFORE OPENING DATE AND TIME.** The Bid opening is scheduled for Wednesday, January 24, 2007 at 11:00 a.m. in the Town Council Chambers at which time the sealed bids will be publicly opened and read.

GENERAL INSTRUCTIONS: Bidders should carefully examine all terms, conditions, specifications and related documents. Should a bidder find discrepancies in, or omissions from, the specifications or related documents, or should there be doubt as to their meaning, the Town should be notified immediately for clarification prior to submitting the bid. In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, the Town of Enfield's interpretation shall govern.

FUNDING: Funds for payment have been provided through the Town of Enfield and the Enfield Board of Education's budget for this fiscal year only.

LATE BIDS: Bids received in the Director of Finance's office after submission deadline will be considered void and unacceptable. The Town of Enfield is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Director of Finance office shall be the official time of receipt.

TAX EXEMPTIONS: The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Bidders shall avail themselves of these exemptions.

**INSURANCE:** The bidder awarded this bid must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- a. Liability limits for bodily injury and personal injury, \$1,000,000 per occurrence
- b. Liability limits for property damage including that caused by motor vehicles, \$1,000,000 per occurrence
- c. Contractual liability, \$1,000,000 per occurrence
- d. Owner's protective liability and property damage, \$1,000,000 per occurrence
- e. Worker's Compensation, as required by Connecticut State statutes.
- f. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance.
- g. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut.
- h. All insurance may not be canceled or modified without sixty (60) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".
- i. The insurance company rating should be no less than A- VII by A.M. Best.

**ALTERING BIDS:** Bids cannot be altered or amended after submission deadline. Any alterations or erasures made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**WITHDRAWAL OF BIDS:** Any bid may be withdrawn prior to the scheduling time for opening. Notice to withdraw the bid must be in writing and submitted to the Town prior to the scheduled time for opening bids. Any bid withdrawal notice that is received after the deadline for receiving bids shall not be considered.

**BID AWARD:** If a contract is awarded, it will be awarded to the bidder who provides services at the best value for the Town. The Town has the right to award a contract upon the conditions, terms and specifications contained in a bid submitted to the Town for a period of up to ninety (90) days following the date specified for the opening of bids. In awarding a contract, the Town may waive technicalities and informalities in the bid process and bids received if they are not material to or alter any of the conditions, terms or specifications contained in the invitation to bid or a qualifying bid.

It is the policy of the Town to not award bids to those who owe Town of Enfield prior year(s) property taxes.

In determining the bidder who provides services at the best value, the Town will rate, with the following percentages, the corresponding qualifications:

- 25% Previous related work experience and qualifications in the subject area of personnel assigned. Demonstrates a clear knowledge of Information Technology and operations. Demonstrates a clear understanding of scope of work and other technical issues related to this project. History and performance of firm/project team on similar projects. References and recommendations of previous clients.

- 45% Overall approach to the project. Additional services, innovative data collection methods, cost-saving measures, products, etc. will be considered for their usefulness or contribution to the project.
- 20% Availability of essential personnel based on current workload and future commitments including how many hours each person will dedicate to the project. Adequacy of amount and quality of resources.
- 10% Cost including the overall project-task budget-distribution as well as itemized cost breakdowns.

**REJECTION OF BIDS:** The Town of Enfield reserves the right to accept or reject, any, all, or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interests of the Town. If the Town does not award a contract within ninety (90) days following the date specified for the opening of bids, all bids are deemed to be rejected by the Town.

**PURCHASE ORDER:** The Town of Enfield shall generate a purchase order to the successful bidder. The purchase order number must appear on all invoices, packing lists and all related correspondence. The Town of Enfield will not be responsible for any orders placed and/or delivered without a valid Purchase order number.

**REFERENCES:** The Town of Enfield requests bidder to supply, with this RFP, a list of five (5) references where like services have been provided. Include name of firm, address, telephone number and contact name.

**ETHICS:** The bidder shall not offer or accept gifts or anything of value or enter into any business arrangement with any employee, official or agent of the Town of Enfield or the Enfield Board of Education. More than one proposal on any one contract from a firm or individual under different names shall be grounds for rejection of all proposals in which the firm or individual has an interest. One or all proposals will be rejected if there is any reason to believe that collusion exists between bidders

**ADDENDA:** Any interpretations, corrections or changes to this RFP and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the Town of Enfield Office of the Town Manager. Addenda will be mailed to all who are known to have received a copy of this RFP. Bidders shall acknowledge receipt of all addenda.

**BIDS MUST COMPLY** with all federal, state, and local laws concerning this type of good or service.

**DOCUMENTATION:** Bidder shall provide with this bid response, all documentation required by this RFP. Failure to provide this information may result in rejection of bid.

**INDEMNIFICATION:** The bidder shall indemnify, defend, and hold the Town and Board of Education, its officers, agents, and employees, harmless from any claim, loss, damage, suit, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or for damage to any property, arising from or caused by any act or omission of bidder, its officers, employees, agents, or subcontractors, in performing its obligations under this Contract.

**TERMINATION OF CONTRACT:** The Town of Enfield reserves the right to terminate the

contract immediately in the event the successful bidder:

1. Fails to meet delivery schedules;
2. Defaults in the payment of any fees;
3. Otherwise fails to perform in accordance with this contract;
4. Becomes insolvent and/or files for protection under the bankruptcy laws.

Such termination is in addition to and not in lieu of any other remedies that the Town of Enfield may have in law or equity. Bidder, in submitting this bid, agrees that the Town of Enfield shall not be liable to prosecution for damages in the event that the Town declares the bidder in default.

NOTICE: Any notice provided by this bid or required by law to be given to the successful bidder by the Town of Enfield shall be deemed to have been given and received on the next business day after such written notice has been deposited in the U. S. mail in Enfield, CT, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

INVOICES: if applicable, invoices submitted for payment shall be addressed to the Town of Enfield, Accounts Payable and shall reference the Town of Enfield approved purchase order number. Periodic payments will be made within 30 days of invoice date or satisfactory delivery of the product or service, whichever is later, provided that all other requirements as detailed in the contract have been fulfilled.

QUALITY CONTROL: Goods supplied under this contract shall be subject to approval as to quality and must conform to the highest standards of manufacturing practice. Items found defective or not meeting specifications shall be replaced at the supplier's expense within a reasonable period of time. Payment for defective goods or goods failing to meet specifications is not due until thirty (30) days after satisfactory replacement has been made.

LAW GOVERNING AND VENUE: The laws of the State of Connecticut shall govern this Contract and no lawsuit shall be prosecuted on this Contract except in a court of competent jurisdiction located in the State of Connecticut.

ASSIGNMENT: The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the Town of Enfield.

SILENCE OF SPECIFICATION: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

# **TOWN OF ENFIELD/ENFIELD BOARD OF EDUCATION INFORMATION TECHNOLOGY MERGER PLAN SPECIFICATIONS**

## **I. SCOPE OF SERVICES**

The Town of Enfield and the Enfield Board of Education desires to consider the merger of their respective Information Technology Departments and need the assistance of a qualified consulting team or individual. This effort must include besides the standard project management artifacts the following elements: the development of an implementation plan that provides short-term and long-term guidance for merger of the information technology (IT) departments; a staffing plan that addresses current employees as well as future employee needs; a management structure plan; assessment of each organization's current IT Department conditions; identification of the critical path that facilitates the advancement of merger; development of a financial overview and cost savings of the merged department; and presentations of the recommended actions to the Town Council and the Board of Education.

It is anticipated that if the Town Council and Board of Education adopt the merger plan, there will be additional scope items that will be negotiated at that time. These items may include, but are not limited to recruitment of necessary management staff; identification of hardware and/or software for the merged department; and development of a technology use plan.

## **II. INTRODUCTION**

The Town of Enfield and the Enfield Board of Education, following a successful merger of the building and grounds functions of the two organizations, are considering the merger of the Information and Technology Departments of the Town and School District. To this end, the Town Council and Board of Education have created a Information Technology Partnership Committee comprised of the Superintendent of Schools, the School Business Manager, the Town Manager, and The Town Director of Finance and a representative of the Enfield Business community to oversee the selection of a consultant as well as guide the process for development of the merger plan. It is anticipated that this plan for merger will be presented to the Town Council and the Enfield Board of Education in a joint meeting by May 31, 2007.

## **III. CURRENT CONDITIONS**

The Information Technology Department of the Town of Enfield employs 13 full time equivalents (FTEs) that provide technology and telecommunication support and services to all departments of the Town of Enfield. This includes over 450 users of personal computers, printers and many other devices and 30 different platforms and operational software. The 2006-07 budget for the Town's Information Technology Department is \$1,216,187.

The Technology Department of the Enfield Public Schools employs 9 FTE that service 6,600 hundred students and 700 employees in twelve schools and one Head Start facility. Enfield Public Schools has an inventory of 2,000 machines, a dual platform of Macintosh and PC, and several educational software products. The 2006-07 budget for the School's Information Technology Department is approximately \$400,000

#### **IV. DESCRIPTION OF TOWN OF ENFIELD AND THE ENFIELD SCHOOL DISTRICT**

The Town of Enfield, Connecticut, a suburb located in Hartford County, eighteen miles north of Hartford, Connecticut and eight miles south of Springfield, Massachusetts. Enfield was named and incorporated by the Colony of Massachusetts in 1683 and annexed to Connecticut in 1749. The town is 33.8 square miles with a current population of approximately 45,246.

The Enfield Public Schools consists of twelve schools (9 elementary, 1 Junior High, and 2 High Schools) and one full day Head Start building. Student population is approximately 6,600 Pre K-12 students and resides in the Economic Reference Group F. The 2006-2007 operating budget is \$67,898,425.

Additional information about the Town or the Enfield School District can be obtained at the Town's Website [www.enfield-ct.gov](http://www.enfield-ct.gov).

#### **V. FORMAT AND SUBMISSION REQUIREMENTS**

- Each firm shall submit six (6) copies of their bid. Each bid shall include the elements enumerated below:
- A. Cover Letter - The letter should contain the name of the proposing firm, the address of the proposing office, and contact persons authorized to answer questions, telephone number and mailing address. A partner authorized to bind the company must sign the cover letter.
  - B. Executive Summary - The executive summary should give in brief concise terms a summation of your bid. Identify the points that make your firm uniquely qualified for this engagement.
  - C. Table of Contents – Include a clear identification of the material by section and by page number.
  - D. Profile of the Firm – State whether your firm is local, national, or international. Also include the following for the office this work would originate from:
    - 1. Size of the Firm and size of local office
    - 2. Location of the office, where the work on this engagement is to be performed
    - 3. Number and nature of the professional staff to be assigned to this project on a full-time basis
    - 4. Number and nature of staff to be assigned to this project on a part-time basis.
    - 5. List of experience in similar projects
    - 6. Identify the supervisory and management staff who will be assigned to the engagement and indicate appropriate credentials
    - 7. Provide project summaries for similar engagements completed by the firm and resumes for each person that will be assigned to this engagement
    - 8. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation

E. References

Provide at least five (5) client references for which you have provided similar services and example deliverables (if allowed). Provide any additional data where your firm has previously worked for a governmental agency where you were involved in a competitive bidding process. Describe how your specialty area of expertise was applied to those clients and how it relates to this bid.

F. Scope and Methodology

Provide in detail how your firm would add value to this process. Set forth a work plan, including the methodology and processes to be followed to perform the services as identified in Section I. Also outline a timeline from award of contract to final report, allowing for sufficient time for presentations to Town Council and other internal steering groups. Please include what other areas of expertise and assistance in your firm would be made available to the Town, such as project management or other resources and services.

G. Fee

Provide an all-inclusive, not to exceed cost estimate for the engagement broken down by the appropriate scope items and attach a separate hourly charge rate for each staff member who will be working on this project.

## VI. SELECTION PROCESS – BEST VALUE

The Evaluation Committee is comprised of the Information Technology Partnership Committee (ITPC), which will review each proposal. Selection of the firm will be rated on the following:

- |                           |  |
|---------------------------|--|
| A. Experience & Expertise | <ul style="list-style-type: none"><li>• Previous related work experience and qualifications in the subject area of personnel assigned.</li><li>• Demonstrates a clear knowledge of Information Technology and operations.</li><li>• Demonstrates a clear understanding of scope of work and other technical issues related to this project</li></ul> |
| B. References             | <ul style="list-style-type: none"><li>• History and performance of firm/project team on similar projects.</li><li>• References and recommendations of previous clients.</li></ul>  |
| C. Overall Methodology    | <ul style="list-style-type: none"><li>• Overall approach to the project.</li><li>• Additional services, innovative data collection methods, cost-saving measures, products, etc. will be considered for their usefulness or contribution to the project.</li></ul>   |



- D. Resources
  - Availability of essential personnel based on current workload and future commitments including how many hours each person will dedicate to the project.
  - Adequacy of amount and quality of resources
- E. Cost
  - Cost including the overall project-task budget-distribution as well as itemized cost breakdowns.

At the discretion of the ITPC, interviews may be arranged with the top firms to assist in making a final selection. Selection shall be based upon evaluation criteria, the Committee's recommendations, and subject to Town Council and Board of Education approval. It is the Town's intention to select one firm to perform all services.

## **VII. SCHEDULE**

Listed below is the tentative schedule for the selection process:

<u>Event</u>	<u>Date</u>
Receipt of Bids	January 24, 2007
Evaluation by ITPC	January/February 2007
Town and BOE Award of Contract by	February 28, 2007

## **VIII. QUESTIONS**

Please submit all questions electronically to Matthew W. Coppler, Town Manager at [mcoppler@enfield.org](mailto:mcoppler@enfield.org). The question and the answer will then be forwarded electronically to all firms that provide an e-mail address. Hard copies of the question and answer will be sent via United State Mail to all firms that have not provided an e-mail address. All questions must be submitted no later than Wednesday, January 17, 2007. Responses will be provided by Thursday, January 18, 2007.

## **BIDDER CERTIFICATION**

By signature affixed, the bidder certifies that this bid is submitted without collusion and all responses are true and accurate. If awarded this bid, it is agreed this forms a contractual obligation to provide services at fees specified on this bid form.

Bidder has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with Town representatives and noted on the bid submitted.

Bidder guarantees product offered will meet or exceed specifications identified in this RFP.

**Bidder Must Fill in and Sign:**

NAME OF FIRM/COMPANY: \_\_\_\_\_

AGENTS NAME: \_\_\_\_\_

AGENTS TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE & FAX NUMBERS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE OF BID: \_\_\_\_\_

**TOWN OF ENFIELD/ENFIELD BOARD OF EDUCATION  
INFORMATION TECHNOLOGY MERGER PLAN  
TABULATION SHEET**

**PROVIDE AN ALL-INCLUSIVE, NOT TO EXCEED COST ESTIMATE FOR THE ENGAGEMENT.**

Task	Approximate hours to Complete	NTE Cost* Estimate
Development of Merger Plan		\$
Assessment of Current Conditions		\$
Financial Overview		\$
Presentations to Council and BOE		\$
Total Cost Estimate		\$

\*Please provide labor hours by billable category in support of the Total NTE Cost estimate on a separate page.

**PLEASE ATTACH ALL SUBMISSION REQUIREMENTS.**

**BIDDER INFORMATION**

FULL LEGAL FIRM/COMPANY  
NAME:\_\_\_\_\_

BUSINESS STREET  
ADDRESS:\_\_\_\_\_

BUSINESS MAILING  
ADDRESS:\_\_\_\_\_

BUSINESS TELEPHONE  
NUMBER:\_\_\_\_\_

BUSINESS FAX  
NUMBER:\_\_\_\_\_

\*\*\*\*\*

CORPORATION:\_\_\_ PARTNERSHIP:\_\_\_ PROPRIETORSHIP:\_\_\_ L.L.C. \_\_\_  
L.L.P. \_\_\_ YEAR EST \_\_\_ NO. OF YEARS IN BUSINESS \_\_\_  
FEDERAL ID NO. \_\_\_\_\_

NATURE OF  
BUSINESS:\_\_\_\_\_

PRINCIPALS:

NAME:\_\_\_\_\_TITLE:\_\_\_\_\_

NAME:\_\_\_\_\_TITLE:\_\_\_\_\_

NAME:\_\_\_\_\_TITLE:\_\_\_\_\_

\*\*\*\*\*

### **BIDDER CUSTOMER / CLIENT REFERENCES**

1. COMPANY NAME:

ADDRESS:

CITY / STATE / ZIP:

PHONE #:

E-MAIL ADDRESS:

NAME OF CONTACT:

.....

2. COMPANY NAME:

ADDRESS:

CITY / STATE / ZIP:

PHONE #:

E-MAIL ADDRESS:

NAME OF CONTACT:

.....

3. COMPANY NAME:

ADDRESS:

CITY / STATE / ZIP:

PHONE #:

E-MAIL ADDRESS:

NAME OF CONTACT:

.....

4. COMPANY NAME:

ADDRESS:

CITY / STATE / ZIP:

PHONE #:

E-MAIL ADDRESS:

NAME OF CONTACT:

.....

5. COMPANY NAME:

ADDRESS:

CITY / STATE / ZIP:

PHONE #:

E-MAIL ADDRESS:

NAME OF CONTACT: